USDA

United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

Date: April 26, 2010

Subject: SAA Policy for the Management and Handling of Biological Materials including Select Agents and Toxins

To: All SAA Employees

From: Dr. Deborah Brennan, South Atlantic Area Director

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All research conducted in the South Atlantic Area will be established and managed using a proactive BioSafety/BioSecurity program that minimizes or prevents the accidental exposure of employees or release to the environment of any biological materials and or toxins. This will be accomplished through the promotion of safe laboratory practices and procedures, employee training, proper use of containment facilities and equipment, transfer/shipping/transportation, decontamination, disposal, security measures and emergency response plans for all research activities involving the use of biological materials and toxins. Program details will be modeled based on the "principals and practices" identified in the current issues of the "Biosafety in Microbiological and Biomedical Laboratories" (BMBL) and in accordance with the CFR, USDA DM and DR, ARS Policies, APHIS, CDC and HLS etc, State and Local rules and regulations.

All SAA locations will manage programs and conduct research following the requirements of DM 9610-1, USDA Security Policies and Procedures for BioSafety Level 3 Facilities and DM 9610-2 USDA Security Policies and Procedures for Laboratories and Technical Facilities (Excluding Biosafety Level (BSL) -3 Facilities), DR 4400-007 USDA BioSafety Program, DR 9630-001 USDA Policies and Procedures on Biohazardous Waste Decontamination, Management, and Quality Controls at Laboratories and Technical Facilities as appropriate. All procedures, plans, policies and equipment will be reviewed by the Safety Committee and or certified on an annual basis by the Research Leader, Lab or Center Director as appropriate.

All known biological materials and toxins housed and or studied in ARS, SAA facilities or controlled spaces will be inventoried following the ARS National Pathogen Inventory (NPI) protocols, risk assessments completed, and hazard information concerning their effect on humans and the environment will be communicated to affected employees. Lab and containment facilities will be managed based on the agents inventoried and Biological materials will only be used in laboratories whose BSL rating match or exceed the material BSL rating being researched. ARS Non-Citizen Visitor rules, procedures and policies will be followed and visitor logs will be maintained accordingly.

Any proposed research projects using biological materials and rDNA must be reviewed and approved by an Institutional BioSafety Committee (IBC) in accordance with the National Institute of Health (NIH) Guidelines for the Use of Recombinant DNA.

Shipment of biological materials and toxins will be accomplished in accordance with ARS Policy 601.2; Transfer of Biological Agents and Related Information to Non-USDA Locations or Individuals.

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